All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment.

Applicant pools will be maintained for the following job titles:

Job Titles	Min Hourly Rate as of 10/1/2002	Max Hourly Rate as of 10/1/2002
Corrections Resident Representative E10	**$14.35**	**$21.96**
Corrections Security Representative E10	**$14.35**	**$21.96**
Special Alternative Incarceration Officer 9, E10	**$13.74**	**$20.91**

MINIMUM REQUIREMENTS

Corrections Resident Representative E10

Two years as a corrections officer or corrections medical aide, at least one year of which shall have been at the experienced (E9) level.

Corrections Security Representative E10

Two years as a corrections officer or corrections medical aide, at least one year of which shall have been at the experienced (E9) level.

Special Alternative Incarceration Officer 9, E10

9 Level: One year as a corrections officer or corrections medical aide.

E10 Level: One year as a Special Alternative Incarceration Officer 9 or Corrections Officer E9, or two years as a corrections officer or corrections medical aide.

WRITTEN EXAMINATION

The written examination is one hour and forty-five minutes and will test for the knowledge of Department of Corrections rules and regulations, resident problems and behaviors, and investigative and counseling techniques.

EXAMINATION SCHEDULING

After we have reviewed your application, you will receive an "Examination Admission Notice" with the date, time, and location of the examination. The examination may be offered on a weekday or Saturday. Current state employees should contact their department personnel office for their department's policy on administrative leave to take Civil Service examinations.

HOW TO APPLY

You may apply by completing the **Corrections Resident Services (4091)** application (CS-102_4091) attached to this announcement. You may also apply by completing the **Corrections Resident Services (4091)** application on our web site at www.michigan.gov/mdcs. Fax, mail, or e-mail completed **Corrections Resident Services (4091)** applications to one of the following offices:

Department of Civil Service
Capitol Commons Center
400 South Pine Street
PO Box 30002
Lansing, Michigan 48909
FAX (517) 335-0031
e-mail: **MDCS-BHRS@michigan.gov**

Department of Civil Service
Detroit Regional Office
Cadillac Place, Suite 4-400, 4th Floor
3042 West Grand Boulevard
Detroit, Michigan 48202
FAX (313) 456-4411

Please direct questions to any of the following Civil Service telephone numbers:

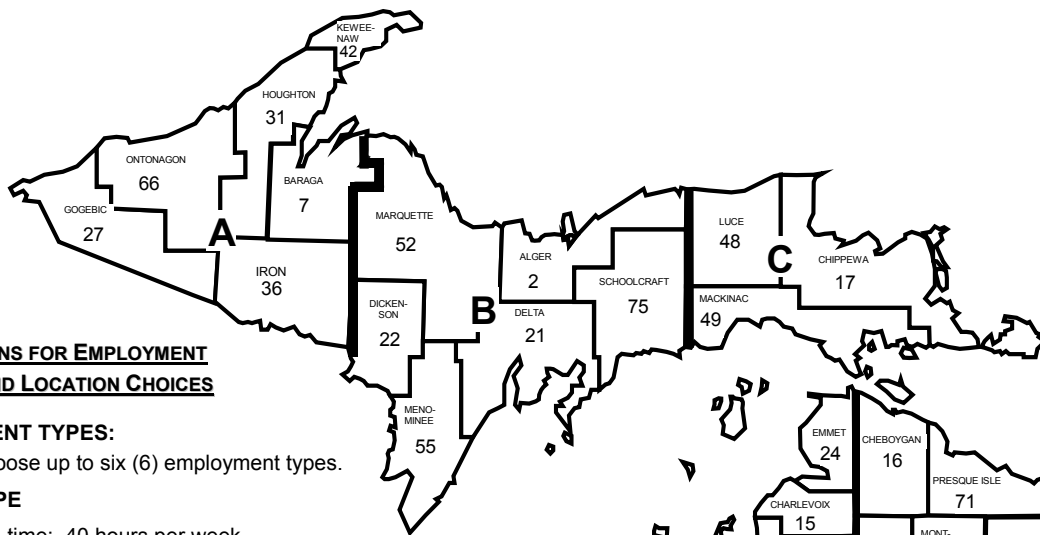| Lansing	Detroit	Outside Lansing or Detroit
(517) 373-3048	(313) 456-4400	Toll-free 1-800-788-1766
TTY (517) 335-0191	TTY (313) 456-4409	

The state of Michigan is an Equal Opportunity Employer

State of Michigan
DEPARTMENT OF CIVIL SERVICE
400 South Pine Street, P.O. Box 30002, Lansing, MI 48909

CORRECTIONS RESIDENT SERVICES EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA	EMPLOYMENT TYPES AND LOCATIONS

APPLICANT OR EMPLOYEE ID NUMBER (Leave blank if you do not know your ID number)

AREA CODE/PHONE NO. (Between 8 a.m. and 5 p.m.)

YOU MUST COMPLETE THIS INFORMATION TO BE CONSIDERED FOR ANY JOB. Before completing this section, read the EMPLOYMENT TYPES and LOCATION instructions on the next page.

EMPLOYMENT TYPES

EMPLOYMENT LOCATIONS

APPLICANT'S NAME (LAST, FIRST, M.I.)

STREET ADDRESS

CITY   **STATE**   **ZIP CODE**

E-MAIL ADDRESS (if available)

CERTIFICATION: Complete the application and read carefully before submitting.

By submitting this application and any attachments, the applicant named above certifies to the Department of Civil Service that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.

TEST LOCATIONS — **Select one site where you would like to take the written examination, if necessary:**

☐ 10. Detroit   ☐ 30. Lansing   ☐ 70. Ironwood   ☐ 80. Marquette   ☐ 90. Sault St. Marie

RACE/ETHNIC/GENDER INFORMATION
Optional—for reporting purposes only

		M	F
WHITE	1	☐	☐
BLACK (AFRICAN AMERICAN)	2	☐	☐
AMERICAN INDIAN/ALASKAN NATIVE	3	☐	☐
HISPANIC	4	☐	☐
ASIAN/PACIFIC ISLANDER	5	☐	☐
MULTIRACIAL	6	☐	☐

ACCOMMODATIONS

INFORMATION PROVIDED ON AN INDIVIDUAL'S DISABILITY IS CONFIDENTIAL, NOT SUBJECT TO THE FREEDOM OF INFORMATION ACT, AND CANNOT BE SHARED WITHOUT THE PERMISSION OF THE APPLICANT.

Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program.

☐ Check this box, if you believe you are eligible and want to participate voluntarily.

QUALIFICATIONS

☐ I possess the required experience for one or more of the classifications covered by this exam.

You do not need to attach anything. We will review your state employment history to verify your qualifications.

INSTRUCTIONS FOR EMPLOYMENT TYPES AND LOCATION CHOICES

EMPLOYMENT TYPES:

You may choose up to six (6) employment types.

CODE   TYPE

AA   Full-time: 40 hours per week.
AB   Part-time: Less than 40 hours per week.
AC   Intermittent: Hours vary in each department based on work load.
AD   Limited-term appointment.
AQ   Noncareer appointment: Job lasts less than 90 full-time days in a year with no employee benefits.
AE   Seasonal: Work is limited to part of the year.

EMPLOYMENT LOCATIONS: (where you are willing to work)

You may choose up to eighteen (18) employment locations.

Use the map on the right and decide the counties (numbers) or regions (bold letters) in which you will accept an offer of employment. If you pick a region (letter), you will be considered for all counties or locations in that region.

You may choose a combination of counties and regions.

EXAMPLE

In this example, the applicant has selected employment type Codes AA, AB, and AE; Regions S and T; and Counties 80, 39, 13, 38, 81, and 37. This applicant would be referred for any full-time, part-time, or seasonal jobs in the counties and regions selected.

EMPLOYMENT TYPES					
AA	AB	AE			

EMPLOYMENT LOCATIONS							
S	T	80	39	13	38	81	37
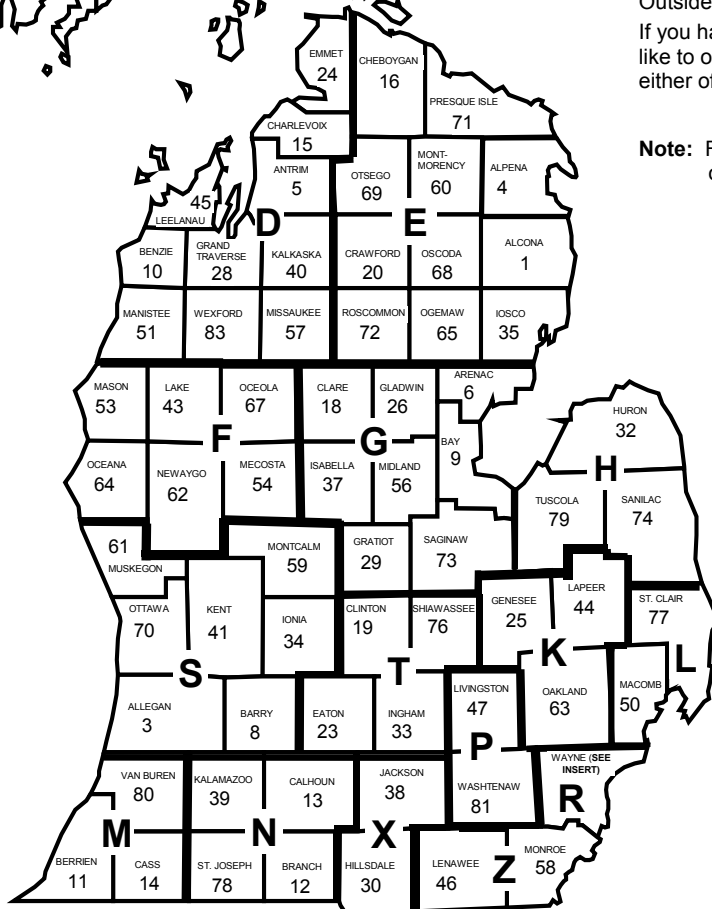
Lansing Office

Capitol Commons Center
400 South Pine Street
PO Box 30002
Lansing, MI 48909
(517) 373-3030
(517) 335-0191 (TDD Only)*

Detroit Regional Office

Cadillac Place
4th Floor - Suite 4-400
3042 West Grand Boulevard
Detroit, MI 48202
(313) 456-4400
(313) 456-4409 (TDD Only)*

Outside Lansing or Detroit, call 1-800-788-1766.

If you have questions about completing this application or would like to obtain Examination Announcements, please contact either of the Department of Civil Service offices listed above.

*Telephone Device for the Deaf

Note: For additional information on state government jobs, visit our Web site at www.michigan.gov/mdcs.

R = WAYNE COUNTY (DETROIT AREA)

IF YOU ARE NOT AVAILABLE FOR ALL OF WAYNE COUNTY, YOU MAY SELECT CERTAIN AREAS OF THE COUNTY BY USING THE NUMBERS FROM THE MAP BELOW.